

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes February 20, 2013

The regular meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, February 20, 2013 in the Authority office.

Chairman Walker called the meeting to order at 4:30 PM. The Board pledged allegiance to the flag.

Roll Call: Cmmr. Eddie Campbell, Jr., (Present), Cmmr. Anthony Clemons, Sr. (Arrived at 4:40), Cmmr. James H. Gray (Present), Cmmr. Dennis W. Reiter (Present), Cmmr. Christopher Walker (Present), Alt. Cmmr. T. Wayne Scott (Present) and Alt. Cmmr. Jacqueline Jennings (Late).

Others attending were L. Russell Trice, PE of Alaimo & Associates, Consulting Engineer, Michael A. Armstrong, Secretary, Nicholas F. Talvacchia, Solicitor, Joseph S. Bateman, Executive Director, and James Mackie, Director of Operations.

The Commissioner instructed the Secretary to read the following statement:

Public notice of the meeting, pursuant to the Open Public Meetings Act, has been given by the Authority in the following manner:

- A. Posting written notice on the official bulletin board of the Authority building, Wednesday, February 1, 2013.
- B. Mailing written notice to the Municipal Clerks of Willingboro and Westampton Townships; the Secretary of the Edgewater Park Sewerage Authority and the Executive Director of the Mount Laurel Municipal Utilities Authority on February 1, 2013 by Certified Mail.
- C. Publishing a Public Notice in the Burlington County Times and Courier-Post on February 4, 2013.
- D. Directing the Secretary to enter into the minutes of this meeting this public announcement.

Motion: A motion was made by Cmmr. Walker, and seconded by Cmmr. Gray for approval of the Minutes January 23, 2012.

Discussion: Cmmr. Reiter asked for correction of the minutes to omit "Jr." at the end of his name, and Cmmr. Walker indicated that he was also listed as "Jr." as well. The Secretary agreed to amend those items. Cmmr. Reiter stated that he Cooper Levinson opinion regarding the Secretary's position was tabled at the last meeting. The Solicitor recommended that it be discussed in closed session since it involved personnel. Cmmr. Walker recommended the Board email or call the Secretary with any questions, concerns, or typos regarding the meeting minutes prior to every meeting in order to expedite discussion of meeting minutes.

Roll Call Vote: Cmmr. Campbell, Cmmr. Reiter, AYE; Cmmr. Gray, AYE; Cmmr. Walker, AYE; Cmmr. Clemons, AYE.

Cmmr. Clemons arrived at 4:40 p.m.

Motion: A motion was made by Cmmr. Campbell to approve minutes of Reorganization, February 1, 2013, and seconded by Cmmr. Reiter. Cmmr. Reiter noted that the minutes were not provided to the Board for approval as of yet, although listed on the Agenda. Consequently, Cmmr. Campbell withdrew his motion.

Motion: A motion to receive and file Treasurers report for January. Moved by Cmmr. Gray and seconded by Cmmr. Campbell.

Discussion: Cmmr. Reiter raised a concern regarding the difference in the meter removals that should be addressed prior to approving the water budget. Chairman Walker stated that this issue can be addressed by the person who prepares the financial report prior to the next meeting.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Clemons, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Cmmr. Walker, AYE.

Motion: A motion is made by Cmmr. Clemons and seconded by Cmmr. Campbell to receive and file the Operations and Maintenance report for January.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Clemons, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Cmmr. Walker, AYE.

Cmmr. Walker opened the floor for comments from the Public. Rita Talifero, a Willingboro resident and MUA employee addressed the Board. She thanked them for their time, and offered her appreciation to the Board for the opportunity to address them with non-union employee concerns. Ms. Talifero stated that at a recent staff meeting, employees shared their personnel concerns, and in the near future wanted to address the Board in this regard. Chairman Walker thanked Ms. Talifero for her comments, and indicated that the Board will schedule a special meeting date and time to hear from the non-union employees. Additionally, Cmmr. Walker stated that he spoke with Mr. Bateman at the last meeting after reviewing the agenda, and Mr. Bateman shared with him that the MUA employees would like to address the Board with their concerns. The Solicitor agreed with having the employees address the Board, and the Board plans to place it on the agenda for a special meeting in March. All Commissioners were in agreement and would like to have an open door policy whereby any employee requesting a time and place to address their concerns can address the Board with their concerns provided labor counsel sets the parameters.

Under the Executive Director's Report, Mr. Bateman advised the Board that there were a number of contracts on the agenda proposed for public bid related to laboratory services, concrete, soda and paving restoration, bio-solids hauling, and water main materials. Mr. Bateman asked the Board to review the draft contracts, and if they want to discuss each separately before going to bid, please do so.

Motion: Cmmr. Campbell made a motion to accept the requests for proposals and it was seconded by Cmmr. Gray.

Roll Call Vote: Cmmr. Campbell, AYE; Cmmr. Clemons, AYE; Cmmr. Gray, AYE;

Cmmr. Reiter, AYE, Cmmr. Walker, AYE

Motion: Cmmr. Gray made a motion to approve the following Resolution

Authorizing Release of Performance Bonds for First Hispanic Church, and it was seconded by Cmmr. Campbell.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

AUTHORIZING RELEASE OF PERFORMANCE BONDS

**Resolution 2013 -
First Hispanic Church**

WHEREAS, Schedule VI of the Rates, Rules and Regulations of the Willingboro Municipal Utilities Authority requires that the owner of the property and/or his representative making application for approval of any connection to the Authority Systems post a Performance Bond in the amount covering the cost of construction, and

WHEREAS, the Director of Operations may, from time to time, recommend the release of a Performance Bond upon the satisfactory completion of the project, and

WHEREAS, the Director of Operations has recommended the release of the Performance Bond for the project identified as First Hispanic Church.

NOW THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 20th day of February 2013 that:

- 1. Performance Bonds for the Project described above be released.**
- 2. A copy of this resolution be forwarded to The First Hispanic Church as developer and owners of the above project.**
- 3. A copy of this resolution be made a part of the minutes of this public meeting.**

Christopher P. Walker, Chairman

ATTEST:

Michael A. Armstrong, Secretary

Discussion: None.

Roll Call Vote: Cmmr. Campbell, AYE; Cmmr. Clemons, AYE; Cmmr. Gray, AYE;
Cmmr. Reiter, AYE; Cmmr. Walker, AYE;

Motion: A motion was made by Cmmr. Clemons, and seconded by Cmmr. Gray to
present the February list of bills due for payment.

DATE: 25-FEB-13 Willingboro M.U.A. PAGE 1.
 Bill List
 February 20, 2013 Meeting

A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 1/25/2013 TO 2/21/2013 ALL CHECK NUMBERS

-----CHECK-----VENDOR-----

#	DATE	# NAME	CHECK AMOUNT
2384	2/01/2013	1290 DELTA DENTAL PLAN OF NJ	5053.25
2385	2/20/2013	3467 PHILADELPHIA INSURANCE COMPANI	1000.00
2387	2/21/2013	30 ABS ELECTRIC INC	1617.00
2388	2/21/2013	75 ACCURATE BALANCE AND	233.00
2389	2/21/2013	73 ADVANCED AUTO PARTS	168.67
2390	2/21/2013	150 ALAIMO ASSOC., RICHARD A.	58660.95
2391	2/21/2013	160 ALL INDUSTRIAL SAFETY	515.45
2392	2/21/2013	275 ATLANTIC COAST POLYMERS	3024.00
2393	2/21/2013	286 ATLANTIC TOMORROWS OFFICE	451.42
2394	2/21/2013	2625 AVAYA INC.	204.27
2395	2/21/2013	2432 B F M C INC.	3965.77
2396	2/21/2013	31 BARBER, ROBERT	119.99
2397	2/21/2013	36 BATEMAN, JOSEPH	364.54
2398	2/21/2013	500 BILLOWS ELECTRIC SUPPLY	257.66
2399	2/21/2013	620 BUCKLEY, VINCENT	48.87
2400	2/21/2013	3159 BURLINGTON COUNTY BOARD OF CHO	8908.30

2401	2/21/2013	430	BURLINGTON COUNTY TIMES	208.00
2402	2/21/2013	793	CBM	324.44
2403	2/21/2013	819	CERTIFIED HEALTH & SAFETY SERV	5334.00
2404	2/21/2013	874	CHAMPION UNIFORM SUPPLY INC.	564.00
2405	2/21/2013	964	COMCAST	121.90
2406	2/21/2013	1111	CONTRACTOR SERVICE	181.00
2407	2/21/2013	1130	COOPER LEVENSON ATTORNEYS AT L	1600.50
2408	2/21/2013	1050	COURIER POST	92.40
2409	2/21/2013	1270	DEMAISE, VICTOR	125.00
2410	2/21/2013	1311	DIAMOND CONSTRUCTION	4826.56
2411	2/21/2013	1340	DOOLEY, FREDERICK	60.00
2412	2/21/2013	1375	DUN-RITE SAND & GRAVEL CO. INC	866.06
2413	2/21/2013	1415	EAST RIVER ENERGY INC.	4175.74
2414	2/21/2013	285	ENERGY RESOURCES INC.	20.00
2415	2/21/2013	1540	ERCOL SR., CHARLES	203.99
2416	2/21/2013	1595	FEDERAL EXPRESS CORP.	96.18
2417	2/21/2013	1690	FOX HEATING & A/C	878.06
2418	2/21/2013	1710	FOXCROFT EQUIPMENT & SERVICE C	1825.00
2419	2/21/2013	1960	GRAINGER INC, W W	336.73
2420	2/21/2013	2040	HACH COMPANY	184.92
2421	2/21/2013	2110	HARRIS FENCE CORP.	5350.00
2422	2/21/2013	3211	HD SUPPLY FACILITIES MAINTENAN	729.31
2423	2/21/2013	2039	HD SUPPLY WATERWORKS LTD	1790.00
2424	2/21/2013	2324	HOME DEPOT USA INC	163.57
2425	2/21/2013	2325	HOOVER TRUCK CENTERS	667.55
2426	2/21/2013	2338	ITS MAILING SYSTEMS INC.	140.94
2427	2/21/2013	2269	JCI JONES CHEMICALS INC	20954.70
2428	2/21/2013	2458	JFK PLUMBING	320.00
2429	2/21/2013	4123	KATELYN KOPENHAVER	400.00
2430	2/21/2013	2421	KINGS JANITORIAL SERVICE	300.00
2431	2/21/2013	2368	LEXIS/NEXIS	453.00

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-----CHECK-----VENDOR-----

#	DATE	#	NAME	CHECK AMOUNT
2432	2/21/2013	2670	MACALASTER BICKNELL CO OF NJ I	1130.76
2433	2/21/2013	2695	MACKIE, JAMES	376.25
2434	2/21/2013	2750	MANTEK DIVISION	452.56
2435	2/21/2013	2951	MIDDLESEX WELDING SALES	12.00
2436	2/21/2013	2050	MINUTEMAN PRESS OF HAINESPORT	417.82
2437	2/21/2013	3070	MUNICIPAL MAINTENANCE CO.	637.00
2438	2/21/2013	2762	NETWORK MANAGEMENT CONSULTANTS	3730.00
2439	2/21/2013	3017	NEW JERSEY AMERICAN WATER	410.50
2440	2/21/2013	3168	NEW JERSEY MANUFACTURERS INSUR	7641.00
2441	2/21/2013	3152	NEWTOWN OFFICE & COMPUTER SUPP	1690.05

2442	2/21/2013	111	NJ DEPARTMENT OF HEALTH	770.00
2443	2/21/2013	4999	ONE CALL CONCEPTS	254.88
2444	2/21/2013	3610	P S E & G	48666.67
2445	2/21/2013	3481	P.C. HELPERS INC.	12595.00
2446	2/21/2013	1126	PAIGE JAYDEN COMPANY	2385.00
2447	2/21/2013	3611	PARK PUMPS & CONTROLS INC.	1500.00
2448	2/21/2013	2340	PETROLEUM TRADERS CORP	1000.06
2449	2/21/2013	3467	PHILADELPHIA INSURANCE COMPANI	13086.97
2450	2/21/2013	4064	PHOENIX SECURITY SYSTEMS INC	96.00
2451	2/21/2013	3490	PITNEY BOWES	180.00
2452	2/21/2013	3493	PITNEY BOWES INC.	30.48
2453	2/21/2013	3640	Q.C. LABORATORIES	3862.80
2454	2/21/2013	3643	QUALITY AUTO BODY	718.60
2455	2/21/2013	4680	REED & PERRINE SALES INC.	2864.00
2456	2/21/2013	3710	REITER, DENNIS W	102.13
2457	2/21/2013	3802	RIO SUPPLY INC.	1300.00
2458	2/21/2013	3880	RUBBER SUPPLY COMPANY	688.00
2459	2/21/2013	2021	SHARP, GARY	205.00
2460	2/21/2013	4180	SNELL JR., JAMES	25.66
2461	2/21/2013	4201	SOUTH JERSEY BOILER AND	5483.13
2462	2/21/2013	4285	SPRINGSIDE AUTOMOTIVE INC	2486.60
2463	2/21/2013	730	STEVENSON & SON INC., C.	548.00
2464	2/21/2013	4340	STEVENSON SUPPLY CO INC	1758.79
2465	2/21/2013	4414	TC LANDSCAPE CONSTRUCTION GROU	21076.00
2466	2/21/2013	4411	TERMINIX	488.88
2467	2/21/2013	4460	TRAP ROCK INDUSTRIES LLC	1360.92
2468	2/21/2013	3530	U.S. POSTAL SERVICE	200.00
2469	2/21/2013	2730	UNIVAR USA INC.	3010.50
2470	2/21/2013	3213	USA MOBILITY WIRELESS INC.	176.68
2471	2/21/2013	3186	VERIZON WIRELESS	256.27
2472	2/21/2013	4446	VIRTUA AT WORK	162.75
2473	2/21/2013	4655	WALKER, CHRISTOPHER	119.57
2474	2/21/2013	2260	WASTE MANAGEMENT OF	326.50
2475	2/21/2013	4720	WAWA FLEET	9.03
2476	2/21/2013	4535	WILLIAM SCOTSMAN INC.	329.23
2477	2/21/2013	4605	WOOLSTON COMPANY INC.	1221.00
2478	2/21/2013	4880	ZEE MEDICAL SERVICE CO.	492.31
8030	2/01/2013	2150	STATE OF NJ HEALTH BENEFITS PR	22604.78
8031	2/01/2013	2030	STATE OF NJ HEALTH BENEFITS PR	50873.19

TOTALS: 357700.01

Discussion: Cmmr. Walker stated that before the reorganization meeting there was discussion about reimbursing Mr. Bateman for certain items noted on the bill list. Cmmr. Walker believes that the payments made to Mr. Bateman related to his participation in Rotary were

inappropriate. Also, he noted that authorization was not given by the Board to the Executive Director (ED) to purchase an audio recorder, because the Secretary has an audio recorder already. Mr. Bateman indicated that having two recorders is not necessary, but it was difficult to hear some of the audio on one unit. He took the initiative to get a better quality recorder. Mr. Bateman offered to withdraw his request for reimbursement if there was no need for a second recorder. The Secretary noted that the audio of the second recorder was, in fact, better. The Solicitor researched, the Rotary lunch meeting reimbursement issue and advised the Commissioners that it was at discretion to reimburse Mr. Bateman if they determined that his participation was in furtherance of his duties as ED or business of the Authority. Cmmr. Campbell stated that the Board should not pay for Rotary lunch going forward and that the Board had discussed this issue in early January. Alt. Cmmr. Scott asked the Board why reimbursement for two separate trips to the same location reflected drastically different mileage. Mr. Reiter indicated that he encountered traffic and had to take an alternate route through the Pinelands.

Roll Call Vote: Cmmr. Campbell, AYE; Cmmr. Clemons, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, abstain 2456, AYE all others; Cmmr. Walker, abstain 2473 and 2476, AYE all others.

Motion: Cmmr. Reiter made a motion which was seconded by Cmmr. Campbell to authorize the Executive Director to attend the Rotary meetings for the next ninety (90) days and for Mr. Bateman to issue a report to the Board regarding Rotary activities. After reviewing his report, the Board will re-evaluate the need to have him attend thereafter.

Roll Call Vote: Cmmr. Campbell, AYE; Cmmr. Clemons, AYE; Cmmr. Gray, AYE; Cmmr. Reiter; AYE, Cmmr., Walker; AYE,.

Motion: Cmmr. Reiter made a motion to approve the Engineer's Monthly Status Report and it was seconded by Cmmr. Clemons.

Discussion: The Engineer summarized his written report.

Roll Call Vote: Cmmr. Campbell, AYE; Cmmr. Clemons, AYE; Cmmr. Reiter, AYE; Cmmr. Gray, AYE; Cmmr. Walker, AYE

Motion: Cmmr. Reiter made a motion which was seconded by Cmmr. Campbell to approve the following Resolutions Authorizing the Appointment of Various Professionals for the NJEIT program for 2014 .

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2013-

RESOLUTION OF THE WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

AUTHORIZING THE APPOINTMENT OF VARIOUS PROFESSIONALS FOR THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST PROGRAM FOR 2014

WHEREAS, the Willingboro Municipal Utilities Authority (the "Authority") intends to participate in the New Jersey Environmental Infrastructure Trust (NJEIT) Program for 2014; and

WHEREAS, the Authority wants to obtain a NJEIT loan to finance the following projects:

<u>Project No.</u>	<u>Project Description</u>
0388001-004	Installation of emergency generators at Well Nos. 9, 10 and 11
0388001-005	Replacement of electrical equipment and installation of emergency generator at Well No. 6 WTP
0388001-006	Painting 1 MG water storage tank at Main Water Treatment Plant.
0388001-007	Replacement of 1,250 water meters.
S340132-04	Cleaning and repair of two (2) digesters, cleaning and repair of primary and secondary settling tanks and chlorine contact tanks, and replacement of trickling filter media at Water Pollution Control Plant.
S340132-05	Replacement of Lake Drive and Beechnut Lane pumping stations, and cleaning and repair of sanitary sewer mains.

WHEREAS, the Authority is required by the NJEIT to appoint various Professionals to assist with the financing and installation of the 2014 Projects and for each of the Professionals to execute an “Affidavit for Professional Services” form prepared by the NJEIT;

NOW THEREFORE BE IT RESOLVED by the Willingboro Municipal Utilities Authority that it hereby authorizes the following: Section 1. The following firms are hereby appointed to assist the Authority with the financing and the installation of the 2014 Projects:

- A. _____, Consulting Engineer.
- B. _____, General Counsel.

- C. _____, Financial Advisor.
- D. _____, Trustee.
- E. _____, Auditor.
- F. _____, Bond Counsel.

Section 2. The agreements and fee schedules for each of the aforementioned Professionals that may be authorized to assist the Authority for the 2014 Projects are on file with the Authority and the "Affidavits for Professional Services" forms for the above Professionals whose services are known to be required at this time are attached to this resolution.

Section 3. This resolution shall take effect immediately.

Certification

The foregoing is a true and complete copy of a resolution adopted by the Commissioners of the Willingboro Municipal Utilities Authority at a meeting duly called and held on March 6, 2013.

Chairman

Michael A. Armstrong, Secretary

Discussion: None.

Roll Call Vote: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Cmmr. Gray, AYE;

Cmmr. Clemons, AYE; Cmmr. Walker, AYE.

Motion: Cmmr. Reiter made a motion to approve the following Resolution
Releasing the Maintenance Bond for Delaware Valley Baptist Church and it was seconded by
Cmmr. Clemons.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2013-16

AUTHORIZING RELEASE OF MAINTENANCE BONDS

Delaware Valley Baptist

WHEREAS, Schedule VI of the Rates, Rules and Regulations of the Willingboro Municipal Utilities Authority requires that the owner of the property and/or his representative making application for approval of any connection to the Authority Systems post a Maintenance Bond as estimated by the Authority's Consulting Engineer, and

WHEREAS, the Consulting Engineer may, from time to time, recommend the release of a Maintenance Bond after two years, and

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 20th day of February 2013 that:

- 1. Two (2) year Maintenance Bond for Friends Academy be released.**
- 2. This release is conditioned upon the satisfactory payment of all outstanding engineering and other bills.**
- 3. A copy of this resolution be forwarded to Delaware Valley Baptist Church. as developers of the above project.**
- 4. A copy of this resolution be made a part of the minutes of this public meeting.**

Christopher P. Walker, Chairman

ATTEST:

Michael A. Armstrong, Secretary

Discussion: None.

Roll Call Vote: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Cmmr. Gray, AYE; Cmmr. Clemons, AYE; Cmmr. Walker, AYE

Motion: Motion is made by Cmmr. Walker and it was seconded by Cmmr. Reiter to enter an Executive Session regarding Personnel issue tabled early regarding the Secretary's position.

Roll Call: Cmmr. Campbell; AYE, Cmmr. Clemons, AYE; Cmmr. Gray, AYE, Cmmr. Reiter, AYE, Cmmr. Walker, AYE.

Motion: To come out of closed session made by Cmmr. Campbell and seconded by Cmmr. Gray.

Roll Call: Cmmr. Campbell; AYE, Cmmr. Clemons, AYE; Cmmr. Gray, AYE, Cmmr. Reiter, AYE, Cmmr. Walker, AYE.

Motion: Cmmr. Clemons moved to accept the Solicitor's recommendation regarding the codification of the closed session meeting minutes of October 24, 2012 and it was seconded by Cmmr. Reiter.

Discussion: Motion was withdrawn by Cmmr. Clemons after further discussion by Solicitor that the issue was moot and no motion needed. **Motion withdrawn.**

Motion: Motion was made by Cmmr. Reiter to accept the Executive Director's report and seconded by Cmmr. Clemons.

Discussion: Cmmr. Clemons asked if the Resolutions are in numerical order based on the packet received by the Board. Consensus was that there are seven (7) Resolutions with correct Resolution numbers.

Roll Call Vote: Cmmr. Campbell; AYE, Cmmr. Clemons, AYE; Cmmr. Gray, AYE, Cmmr. Reiter, AYE, Cmmr. Walker, AYE.

Motion: Motion is made by Cmmr. Reiter and seconded by Cmmr. Campbell allowing the Executive Director to sign the applications to be submitted with the Resolutions.

Discussion: None.

Roll Call Vote: Cmmr. Campbell; AYE, Cmmr. Clemons, AYE; Cmmr. Gray, AYE, Cmmr. Reiter, AYE, Cmmr. Walker, AYE

Motion: Cmmr. Clemons made a motion to proceed as suggested by the Solicitor to the Board regarding the draft minutes from the October 2012 closed session special meeting, and Seconded by Cmmr. Reiter.

Discussion: Cmmr. Clemons withdrew his motion after the Solicitor advised that no motion was necessary since he had not yet provided the draft minutes to the Board.

Motion: Motion to adjourn by Cmmr. Campbell and seconded by Cmmr. Gray.

Roll Call Vote: Cmmr. Campbell; AYE, Cmmr. Clemons, AYE; Cmmr. Gray, AYE, Cmmr. Reiter, AYE, Cmmr. Walker, AYE

Meeting adjourned at 6:25.

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the February 20, 2013 Regular Meeting of the Willingboro Municipal Utilities Authority.

Michael A. Armstrong, Secretary